

16th District Court

JOB POSTING-LAW CLERK/COURT OFFICER

Job Description-Law Clerk/Court Officer for the Honorable Kathleen J. McCann, 16th District Court Judge for the City of Livonia, State of Michigan

Responsibilities:

- Interact with city/state prosecutors on a daily basis to ensure court cases are ready for trial.
- Perform profession legal research and other related administrative work in the preparation of memoranda, statement of issues, opinions, or orders for the judge concerning the cases before her.
- Confers with judge concerning legal questions, construction of documents and granting of orders.
- Compiles references on laws and decisions necessary for legal determinations.
- Attend court sessions to hear oral arguments and record necessary case information.
- Protect the privacy and insure the safety of judges.
- Locate trial participants, inform participants of the court's actions, transport papers within the courthouse.
- Notify the judge that the session is ready to proceed, announce the opening and closing of court sessions, etc.
- Responsible for maintaining order, protecting judges, jurors, prisoners, court personnel and the public.
- Escort prisoners from the holding area to the courtroom or other designated areas.
- Provides security in the prisoner detention area and courtroom.
- Perform related duties as required.

Requirements:

To qualify for the position a person MUST be a:

- Current 2nd year law school student of an accredited law school
- Possess superior legal research, and writing skills
- Possess excellent organization skills and be detail oriented
- Possess the ability to exercise discretion in handling confidential information
- Possess the ability to exercise tact, courtesy, sensitivity and discretion in dealing with attorneys, jurors, litigants, public and press
- Possess the ability to make decisions and to act quickly in disruptive and emergency situations.
- Possess the ability to interact with people who are under physical and emotional stress
- Possess the ability to establish rapport with persons from different ethnic, cultural, and/or economic backgrounds
- Possess the ability to establish and maintain professions working relationships with others.

Send Resume to:

16th District Court

% Dennis Epler-Court Administrator

32765 Five Mile, Livonia, Mi 48154

The 16th District Court is an equal opportunity employer